

**SECTION B: PURCHASING AND PAYMENTS****B.1. Furniture Requisitions:**

Requisitions for furniture to be encumbered against funds for 2016-17 must be received by the Purchasing Department by 5:00 PM Monday, April 17, 2017, in order to ensure processing in this fiscal year.

**B.2. Equipment Requisitions:**

Requisitions for equipment to be encumbered against funds for 2016-17 must be received by the Purchasing Department by 5:00 PM Monday, May 1, 2017, in order to ensure processing in this fiscal year.

**B.3. Professional Service Contracts (PSC):**

Requisitions submitted with a PSC for inclusion in 2016-17 fiscal year activity must be received by the Purchasing Department by 5:00 PM Friday, June 2, 2017 in order to ensure processing in the 2016-17 fiscal year. Departments may contact Lauren Meinburg at [meinbur2@msu.edu](mailto:meinbur2@msu.edu) regarding requisitions submitted with a PSC after this deadline. These requests will be evaluated and addressed on a case-by-case basis.

**B.4. Purchasing Card Transactions (P-Card):**

Departments are responsible for processing P-Card transactions timely. Waiting until late June will result in auto-approvals, which may require additional correcting entries by users if accounting string information was not accurate or was incomplete. All Card transaction documents still pending approvals as of Friday, June 30, 2017 that were created in the finance system on or before June 16, 2017 will auto-approve as follows:

- a. Cardholder – will auto-approve on Wednesday, June 21, 2017
- b. Fiscal Officers – will auto-approve on Friday, June 30, 2017

Card transaction documents that are created between June 17 – June 30, 2017, will continue to be loaded into the finance system. These charges will be recorded in fiscal year 2016-17 if all approvals are obtained by 5:00 PM Friday, June 30, 2017. In the event not all approvals are obtained by this deadline, the transactions will be recorded in the new year (Fiscal Year 2017-18).

**B.5. Disbursement Vouchers:**

Disbursement Vouchers must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Monday, June 26, 2017, for inclusion in fiscal year 2016-17. Payments to be charged to Contract and Grant accounts ("RC" sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These disbursement vouchers must be awaiting CGA approval by 5:00 PM Friday, June 23, 2017. *As a reminder, Disbursement Vouchers cannot be completed without an approved vendor listed within the financial system.*

Payments for travel will be based upon the actual period of travel. Expenditures should be charged to the fiscal year in which the travel predominately takes place.

**B.6. Travel Advance Payments:**

Distribution of Income and Expense documents related to payments of travel advances must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Monday, June 26, 2017, for inclusion in fiscal year 2016-17. Transactions involving Contract and Grant accounts ("RC" sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Friday, June 23, 2017.

**B.7. Non-Check Disbursements:**

Non-Check Disbursements related to direct charges to MSU bank accounts incurred in June (Period 12) must have all departmental approvals and be awaiting central Accounting approval by 12:00 PM (noon) Friday, June 30, 2017, for inclusion in fiscal year 2016-17.

**B.8. University Stores Warehouse Orders (not including Open Orders):**

All orders/requisitions to be charged against funds for 2016-17 must be received by Stores by 12:00 PM (noon) Friday, June 30, 2017.

Spartan Marketplace: No additional or special processing action needed. All invoices processed by 5:00 PM June 30, 2017, will go into period 12.

The monthly Service Provider Billing charges related to Cylinder Demurrage, Lease/Purchase, Mail Services, Stores Open Orders, Print Procurement and Shipping charges will run on the normal cycle and create documents for approval on the night of June 21, 2017. Auto-approve will occur five calendar days later for any unapproved transactions.

A second Service Provider Billing for Stores Open Orders, Print Procurement and Shipping will create documents on the night of June 29, 2017. This file will contain charges for services rendered from June 21, 2017, to 12:00 PM (noon) on June 29, 2017. Auto-approve will occur five calendar days later for any unapproved transactions. All transactions in this billing will post to period 12.

A second Service Provider Billing for Mail Services will create documents on the night of June 29, 2017 to charge departments for services rendered from June 17, 2017 through June 27, 2017. Auto-approve will occur five calendar days later for any unapproved transactions. All transactions in this billing will post to period 12.

**B.9. Invoice Payments/Accounts Payable:**

Invoices to be paid against purchase orders issued in 2016-17 must be received by Accounts Payable, 166 Service Rd., Room 103 Angell Building, by 5:00 PM Friday, June 30, 2017. Invoices received by this date will be entered into the financial system by Accounts Payable through Thursday, July 6, 2017. During this period, the financial system will automatically determine the fiscal year the payments will be allocated against based upon the invoice date. *Please note, all purchase order amendments need to be approved by Fiscal Officers prior to an invoice being entered.*

**B.10. Requisitions for Software and Software Renewals**

Requisitions related to software and software renewals for inclusion in 2017 – 2018 fiscal year activity should be received by the Purchasing Department by 5:00 PM Friday, May 26, 2017, so that adequate time is allowed for processing, including all necessary reviews. Please note that Purchasing cannot ensure completion or approval by our partners by any particular date. Departments may contact Kristin Good at [harvinkr@msu.edu](mailto:harvinkr@msu.edu), Jason Bates at [batesja2@msu.edu](mailto:batesja2@msu.edu), or Janice Croswhite at [croswhit@msu.edu](mailto:croswhit@msu.edu) with any questions or specific concerns.